

Multi-Division and Multi-Organization Projects

Project Leaders for projects involving multiple Divisions or organizations must take particular care to establish a **clear reporting structure for safety**, as this is not always obvious from the organizational chart. Lines of communication and clear roles and responsibilities must be established. The Project Lead of all multi-divisional projects must assign a designee through the Work Planning and Control system to serve as **Project Coordinator** for all Activity Leads. The primary purpose is to be the single point of contact for the project's Activities.

When seeking assistance from technicians or administrative staff from another Division or Organization, PIs and Project staff should honor the home Division or organization's **supervisory chain** to coordinate resource requests. This helps to balance the workload and assures that all staff are working within their scope of training and responsibility. Each Activity Lead must keep a record of all **On-the-Job training** provided to project participants, regardless of their home Division or organization.

If **students** are involved in the project, funding sources and oversight responsibility must be clearly identified.

Especially during long-term projects, there can be **changes in staff**. Project Leads should establish a process for capturing critical information from people leaving the project and for on-boarding and training new staff.